



COURT SERVICES & OFFENDER SUPERVISION AGENCY

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NO.: CSS-06-059 (DW) (DEU)

JOB TITLE: Offender Processing Assistant (OA), GS-0303-05/06

AREA OF CONSIDERATION: All Sources

OPENING DATE: 04/14/2006

CLOSING DATE: 04/27/2006, Applications must be received by 5:00 p.m. EST/EDT

PROMOTION POTENTIAL: GS-07

STARTING SALARY: GS-05, \$36,513 pa; GS-06, \$38,499 pa

Offender Processing Assistant (OA), GS-0303-05/06, (1 position); Court Services & Offender Supervision Agency (CSOSA), Community Supervision Services, Offender Processing Unit; Washington, DC.

THIS VACANCY ANNOUNCEMENT MAY BE USED TO FILL FUTURE VACANCIES.

MAXIMUM ENTRY AGE: Because this position is covered under Law Enforcement Officer retirement provisions, first-time law enforcement appointees must not have reached their 37th birthday at the time of appointment. Applicants 37 or older who have previous law enforcement officer experience under the Civil Service Retirement System (CSRS) or the Federal Employees Retirement System (FERS) may have their previous law enforcement officer experience subtracted from their age to determine whether they meet the maximum entry age requirement. **APPLICANTS MUST PROVIDE DATE OF BIRTH TO RECEIVE CONSIDERATION.**

DUTIES: The incumbent is primarily responsible for the administrative and technical duties to support the Community Supervision programs and initiatives that include services such as drug testing, substance abuse counseling, treatment, crisis intervention and violence prevention, etc. Incumbent performs preliminary screening of documents related to offender intake and/or assignment to ensure that all required information is submitted and accurate. Performs intake-processing functions that include fingerprinting and photographing offenders. Updates offenders' personal information into SMART, which is the agency's database. The incumbent briefs offenders on rules of release following his/her court appearance or release from incarceration.

QUALIFICATIONS: Applicants must have one year of specialized experience equivalent to the next lower grade. At the GS-5 level, applicants must have one year of specialized experience equivalent to at

least the GS-4 level, OR four years above high school. At the GS-6 level, applicants must have one year of specialized experience equivalent to at least the GS-5 level.

Applicants must be qualified typists with a typing speed of 40 words per minute or more. Applicants must provide certification of typing speed at the time of application submission. This certification may be in the form of a signed and dated document stating your typing ability.

Specialized experience is experience in or directly related to the position to be filled, and which has equipped the applicant with the particular knowledge, skills and abilities (KSAs) to successfully perform the duties of the position. **At the GS-5 level**, specialized experience includes performing duties related to offender processing to include addressing issues that relate to court appearances, drug testing violations, fingerprinting and photographing, and being familiar with basic and essential policies used in offender processing. **At the GS-6 level**, specialized experience includes performing duties related to offender processing to include addressing issues that relate to court appearances and drug testing violations, experience in fingerprinting and photographing, experience with using basic and essential policies in offender processing, screening to ensure all required information is submitted and is accurate, briefing offenders to obtain critical and sensitive personal information.

EVALUATION METHODS: Applicants will be evaluated according to the extent and quality of their experience, education and training. If you meet the basic qualification requirements, your application/resume will be evaluated against the knowledge, skills, and abilities required for this position. This evaluation determines which candidates will be referred to the selecting official for final consideration.

TO RECEIVE FULL CONSIDERATION, APPLICANTS MUST ON A SEPARATE SHEET OF PAPER ADDRESS EACH OF THE REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES DESCRIBED BELOW.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

1. Skill in applying administrative and technical procedures in a law enforcement environment.
2. Knowledge of the process associated with parole, probation, and interstate offender cases.
3. Ability to communicate in writing to capture information in the SMART (or other automated law enforcement) system and to document issues when transferring cases to the law enforcement officials.
4. Ability to communicate orally to provide guidance and direction to clients, customers, and to offenders.

In addition to submitting your application/resume, YOU MUST address your experience and/or education related to the KSAs described above, giving specific examples ON A SHEET OF PAPER THAT IS SEPARATE FROM YOUR APPLICATION/RESUME. Address each of the KSAs separately and explain how your experience, education, training, and self-development activities relate to each KSA. Your qualification rating will be based on the evaluation of your experience and education as they relate to the qualification requirements and KSAs listed above. You must also provide detailed evidence of the KSAs in your application/resume in the form of clear, concise examples showing the level of accomplishment and degree of responsibility.

HOW TO APPLY: Interested applicants may submit a resume, the Optional Application for Federal Employment (OF-612), or any other written format you choose to describe your job-related qualifications. Whatever you submit, you must include the information cited in the Office of Personnel Management's (OPM) brochure, 'Applying For A Federal Job' (OF-510). A copy of the brochure (OF-510) and OF-612 can be obtained by contacting your local personnel office, through the USAJOBS web site at <http://www.usajobs.opm.gov/faqs.asp>, or by requesting the forms through OPM's self-service phone system at (478) 757-3000 or TDD (478) 744-2299.

Status applicants (those having career or career-conditional appointments): If you also wish to be considered under Merit Promotion procedures, please submit another application under vacancy announcement CSS-06-060 (DW) (MPP).

Veterans: Veterans claiming 5-point veteran preference must submit a copy of their latest DD-214. Veterans claiming 10-point veteran preference must submit a copy of their latest DD-214 along with an SF-15 form and a letter from the Veteran's Administration certifying the veteran's present receipt of compensation for service-connected disability or disability retirement pay or other appropriate documentation listed on the application for 10-point veteran preference.

CTAP and ICTAP: If you are an eligible Career Transition Assistance Program (CTAP) or Interagency Career Transition Assistance Program (ICTAP) applicant, you may apply for special selection over other applicants for this position. Individuals who have special priority selection rights under the CTAP or the ICTAP must be well qualified for the position. To be well qualified, applicants must satisfy all qualification requirements for the vacant position and meet the mid-level of the crediting plan for all factors or the established cutoff score. CTAP/ICTAP eligible candidates must submit one of the following as proof of eligibility for the special selection priority: a separation notice; a "Notice of Personnel Action" (SF-50) documenting separation; an agency certification that you cannot be placed after injury compensation has been terminated; an OPM notification that your disability annuity has been terminated; OR a Military Department or National Guard Bureau notification that you are retired under 5 U.S.C. § 8337(h) or § 8456.

Applications and all required documents must be received by 5:00 p.m. EST/EDT on the closing date.

Mailing Address and Contact: All documents must be submitted to: Court Services and Offender Supervision Agency, Office of Human Resources, 808 17th Street, NW, Suite 820, Washington, D.C. 20006. For additional information on this position contact Dierdre Williams on (202) 220-5609 or **TTY (202) 220-5474**. Applications must be *received* by 5:00 p.m. EST/EDT on the closing date.

Email Address: Applicants may submit applications via email to: CSOSAjobs@CSOSA.gov.

Fax Number: Applicants may submit documents via facsimile to: (202) 220-5615.

OTHER INFORMATION:

Agency Background Information: The National Capital Revitalization and Self-Government Improvement Act of 1997 established the Court Services and Offender Supervision Agency as a Federal agency on August 5, 2000.

U.S. Citizenship: Applicants must be U.S. citizens or nationals.

Selective Service Registration: As a condition of employment, all male applicants born after December 31, 1959, must have registered for the selective service. If selected for this position, the applicant must sign a statement certifying his registration, or the applicant must demonstrate exempt status under the Selective Service Law.

Relocation Expenses: Relocation expenses are not authorized.

Probationary Period: Initial appointment will require completion of a one-year probationary period.

Security Check: A background security investigation will be required for all new hires. Appointment will be subject to the applicant's successful completion of a background security investigation, drug testing, and favorable adjudication. Failure to successfully meet these requirements will be grounds for termination.

Drug Testing: Appointment may be subject to random drug testing after selection.

Direct Deposit: All Federal employees are required to have Federal salary payments directly deposited into a financial institution of their choosing.

REASONABLE ACCOMMODATIONS: Court Services and Offender Supervision Agency welcomes and encourages applications from persons with physical and mental disabilities and will reasonably accommodate those needs. If you need a reasonable accommodation for any part of the application and hiring process, please notify the CSOSA Office of Human Resources. The decision on granting reasonable accommodation will be made on a case-by-case basis. The Agency is firmly committed to satisfying its affirmative obligations under the Rehabilitation Act of 1973, to ensure that persons with disabilities have every opportunity to be hired and advanced on the basis of merit within the Court Services and Offender Supervision Agency.

EQUAL OPPORTUNITY EMPLOYER: Except where otherwise provided by law, there will be no discrimination because of color, race, religion, national origin, politics, marital status, disability, age, sex, sexual orientation, membership in an employee organization, or on the basis of personal favoritism.

CSOSA is an Equal Opportunity Employer.